

# BOARD OF COUNTY COMMISSIONERS

## INTER-OFFICE MEMORANDUM

To: Members of the Board of County Commissioners

From: Chairman Tony Grippa *TG*

Date: October 7, 2003

Subject: Evaluation and Merit Increase for the County Administrator

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Pursuant to the authority granted to the Chairman by the Employment Agreement with the County Administrator dated July 23, 2003, and in accord with the Board's Policy No. 00-6, I have had the opportunity to review and evaluate the County Administrator, Parwez Alam's performance during the fiscal year October 2002 through September 2003.

After having considered the evaluations of the Leon County Commissioners who submitted such evaluations of Mr. Alam, it is my belief that the County Administrator is qualified for a significant merit increase as a result of said evaluations.

Although there is no particular practice for the calculation of said merit increase, I have decided that each of the submitted evaluations would be considered as part of an overall score. I have added the evaluation points assigned by individual commissioners, divided by the total available points, and prorated on a 0 to 8 scale, so that the merit increase is granted in accord with the contract. After having so calculated each of the scores it is my decision that the County Administrator qualifies for a pay raise of 7.9 % as a merit increase, effective October 1, 2003.

The County Administrator and I have discussed each of the evaluations, including my own, and he has concurred in the recommendations set forth herein. This matter will be placed on the Board's agenda for October 14, 2003 meeting.

cc: Parwez Alam

# Calculation For County Administrator Scores

Evaluation Criteria	Total Possible Points	Chairman Grippa	Commissioner Thaell	Commissioner Maloy	Commissioner Proctor	Commissioner Sauls	Commissioner Winchester	Commissioner Rackleff	Commissioner Totals
Personal Characteristics	40	40	38	40		40	40	40	238
Professional Skills	40	40	34	40		40	40	40	234
Relations With the Board	40	40	40	40		40	40	40	240
Community / Intergovernmental Relations	40	40	37	40		40	40	40	237
Employee Relations / Staffing	40	39	37	38		40	40	40	234
Organizational Management / Departmental Performance	40	40	40	40		39	40	40	239
Fiscal Management	40	40	36	39		40	40	40	235
Policy Execution	40	38	40	40		40	40	40	238
Communications / Reporting	40	40	40	40		37	39	40	236
Management Style	40	40	40	39		40	40	40	239
<b>Total Points</b>	<b>400</b>	<b>397</b>	<b>382</b>	<b>396</b>		<b>396</b>	<b>399</b>	<b>400</b>	<b>2370</b>

Total Number of Evaluators 6  
 Total Possible Points 2400  
 % of Total Possible Points Received 98.75%  
 Maximum Possible % Raise 8%  
 Evaluation % applied to Maximum Possible % Raise 7.90%